

**POSITION DESCRIPTION  
COUNTY OF JASPER, INDIANA**

**POSITION:** Animal Control Director  
**DEPARTMENT:** Animal Control  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M - F  
**JOB CATEGORY:** POLE (Protective Occupations and Law Enforcement)

**DATE WRITTEN:** June 2011

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Jasper County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Animal Control Director for the Jasper County Animal Control, responsible for overseeing department operations, supervising assigned staff and capturing and caring for wild/stray dogs and cats within the County.

**DUTIES:**

Provides care to ensure health of animals, including vaccinating, de-worming, and bathing, providing food and water, maintaining cleanliness of kennels, such as sweeping, mopping, washing/disinfecting cells and cages, removing trash, and cleaning animal food bowls and removing animal droppings.

Oversees department operations and supervises and directs assigned staff, including periodically analyzing workload of department, providing orientation and training, planning, delegating, and controlling work assignments, evaluating job performances, and maintaining discipline and recommending corrective actions as warranted.

Assists with development of annual department budget and monitors expenditures to maintain current budget.

Maintains inventory of supplies and orders/purchases as needed. Performs minor maintenance and repairs on equipment as needed.

Assists public with animal adoptions, such as checking health, vaccinations, and behavior of animal, including preparing adoption forms, and collecting appropriate fees. Prepares and makes deposit to County Auditor as required.

Administers euthanasia according to Department guidelines to pre-determined animals and ensures proper disposal of remains.

Answers telephone and greets shelter visitors, providing information and assistance, taking messages, and/or transferring and directing to appropriate individual or department.

Patrols problem areas for wild/stray dogs and cats, receives radio dispatches, captures wild/stray dogs and cats throughout the County, and transports captured animals to County facility and issues warnings and summonses for violations of animal control ordinances.

Responds to complaints and inquiries from the public, including investigating reports to determine validity and resolving as needed, and maintaining logs of complaints registered and of animals and their status.

Prepares various reports as needed, such as monthly and annual reports as required by Animal Control Board, and prepares news releases for the media concerning department operations and animal availability.

Attends Animal Control Board meetings as required.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

#### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Possession of or ability to obtain animal control certification from American Humane Society and controlled substance registration from federal and state authorities.

Thorough knowledge of and ability to interpret local and state animal control rules and regulations, and working knowledge of County geography, radio frequencies, codes, procedures, and limitations.

Thorough knowledge of health precautions relating to animal carcasses and bodily fluids.

Working knowledge of animal control ordinances, and ability to capture and properly handle animals of varying temperaments and health conditions.

Working knowledge of and ability to identify animal-borne diseases and parasites, and implement appropriate prevention and/or quarantine procedures.

Knowledge of standard budget process and ability perform arithmetic calculations to assist with department budget and maintain expenditures for current budget.

Knowledge of standard English grammar, spelling, and punctuation, ability to compose and prepare correspondence and reports.

Ability to oversee department operations and supervise and direct assigned staff, including periodically analyzing workload of department, providing orientation and training, planning, delegating, and controlling work assignments, evaluating job performances, and maintaining discipline and recommending corrective actions as warranted.

Ability to properly operate a variety of standard office and animal restraint equipment, including computer, telephone, typewriter, radio, copier, and calculator, live traps, muzzles, tranquilizer stun gun, and catch-pole.

Ability to comply with all employer and department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, animal organizations, veterinarians, pet owners, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to regularly work extended, irregular, weekend, and/or evening hours.

Ability to serve on 24-hour call and respond swiftly, rationally, and decisively in emergency situations.

Possession of a valid driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY**

Incumbent performs a wide range of administrative duties according to accepted practices and procedures of the Department and local ordinances. Independent judgment is required in determining the best procedures and methods to apply to individual situations within general guidelines provided. Work is reviewed to ensure compliance with accepted practices and procedures for the care of animals and with local ordinances. Errors in judgment or performance could lead to the death of an animal and injury to self and/or others.

### **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, animal organizations, veterinarians, pet owners, and members of the public for the purpose of receiving information, reporting daily activities, and explaining ordinances and department procedures.

Incumbent reports directly to the Animal Control Board and County Commissioners.

### **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a vehicle and outdoors involving standing/walking for long periods, lifting/carrying/restraining possibly vicious animals weighing over 50 pounds, running, bending, close/far vision, depth/color perception, and hearing sounds/communication.

Incumbent is frequently exposed to hazards associated with capturing wild and/or diseased animals, such as bites and scratches, adverse weather and extreme temperatures. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent serves on 24-hour call for emergencies and regularly works extended, irregular, weekend, and/or evening hours.

### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Animal Control Director for the Animal Control Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name